



**FLAGSTAFF METROPOLITAN  
PLANNING ORGANIZATION**

**CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT**

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# **FISCAL YEAR 2017 WORK PROGRAM AND BUDGET**

**Prepared by**

**Flagstaff Metropolitan Planning Organization**

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**Flagstaff, AZ 86001**

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## **PUBLIC COMMENT DRAFT**

### **Executive Board Adoption**

**Tentative: May 25, 2016**

**Funding Provided by:**

**Federal Highway Administration / Federal Transit Administration**

**Arizona Department of Transportation**

**City of Flagstaff**

**Coconino County**

CFDA – FHWA: 20.205

CFDA - FTA:

5310/5311/5316/5317 – 20.513

5303 – 20.505

- (1) Catalog of Federal Domestic Assistance (CFDA) Number – This is a data base of all federal programs available through State and Local government. If necessary, ADOT can provide this number;

# **FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)**

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## **2016-2017 EXECUTIVE BOARD**

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**Coral Evans**  
Chair  
City Council  
City of Flagstaff

**Art Babbott**  
Vice-Chair  
Supervisor, District 1  
Coconino County

**Jerry Nabours**  
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City Council  
City of Flagstaff

**Matt Ryan**  
Member  
Supervisor, District 3  
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**Jeff Oravits**  
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**Audra Merrick**  
Designee, St. Trans. Bd.  
Flagstaff District  
Arizona DOT

**Jeff Meilbeck**  
Member  
CEO/General Manager  
NAIPTA

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## **2016-2017 MANAGEMENT COMMITTEE**

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**Mike Kies**  
Member  
Director  
ADOT MPD

**Erika Mazza**  
Member  
Deputy GM  
NAIPTA

**Josh Copley**  
Member  
City Manager  
Flagstaff

**Designee**  
Member  
County Manager  
Coconino County

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## **2016-2017 TECHNICAL ADVISORY COMMITTEE**

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**Dan Folke**  
Chair  
Development Serv. Dir.  
City of Flagstaff

**Scott Tkach (designee)**  
Vice-Chair  
Public Works Director  
Coconino County

**Joe Rumann (designee)**  
Member  
Comm. Develop. Dir.  
Coconino County

**Jeff Bauman**  
Member  
Transportation Manager  
City of Flagstaff

**Nate Reisner**  
Member  
Development Engineer  
Arizona DOT – Flagstaff District

**Dan Gabiou**  
Member  
Sr. Transp. Planner  
Arizona DOT, MPD

**Anne Dunno (designee)**  
Member  
Capital Project Manager  
No. Az Intergov. Public Transportation Authority

**Rick Barrett**  
Member  
City Engineer  
City of Flagstaff

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## **STAFF**

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**David Wessel**  
MPO Manager

**Martin Ince**  
Multimodal Planner

**Dusty Rhoton**  
Administrative Specialist

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**FEDERAL CERTIFICATIONS  
METROPOLITAN TRANSPORTATION PLANNING PROCESS  
SELF-CERTIFICATION**

This document was prepared in cooperation with the U.S. Department of Transportation, the Federal Highway Administration, and the Arizona Department of Transportation.

The \_\_\_\_\_ Metropolitan Planning Organization and the Arizona Department of Transportation hereby certify that the transportation planning process addresses the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 USC 134 and 135 , 49 USC 5303 and 5304 and 23 CFR Part 450;
2. 23 CFR Part 230, regarding the implementation of an equal opportunity program on Federal and Federal-aid highway construction contracts;
3. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 USC 7504, 7506(c) and (d)) and 40 CFR Part 93;
4. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR Part 21.
5. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
6. Section 1101(b) of the FAST Act (Publ. L. 114-94) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT-funded projects;
7. The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving financial assistance;
9. Section 324 of title 23 USC regarding the prohibition of discrimination based on gender;
10. Section 504 of the Rehabilitation Act of 1973 (20 USC 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities;
11. Anti-lobbying restrictions found in 49 USC Part 20. No appropriated funds may be expended by a recipient to influence or attempt to influence an officer or employee of any agency, or a member of Congress, in connection with the awarding of any federal contract.

\_\_\_\_\_  
Coral Evans, Chair  
Flagstaff Metropolitan  
Planning Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Kies, Assistant Director  
Multimodal Planning Division  
Arizona Department of Transportation

\_\_\_\_\_  
Date

\_\_\_\_\_  
METROPOLITAN PLANNING ORGANIZATION TIP FY \_\_\_\_\_

## Chapter I

### INTRODUCTION TO THE WORK PROGRAM (WP)

#### (1) A brief definition of the WP

The purpose of the Unified Planning Work Program (UPWP) is to outline multimodal transportation planning activities within a financially constrained budget to be conducted in the Flagstaff MPO planning area for a one or two year period. Federal definition of a Unified Planning Work Program (UPWP) is “*a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds*” (23CFR450.104).

#### (2) A description of the metropolitan area

The area covered by the FMPO approximates 525 square miles from Bellemont on the west, Kachina Village and Mountainaire on the south, Winona on the east, and the San Francisco Peaks on the north (see Figure 1). Jurisdictions include the City of Flagstaff, Coconino County, and the Arizona Department of Transportation. The Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) is a new member of as of FY 2017. Cooperation with Northern Arizona University is routine.

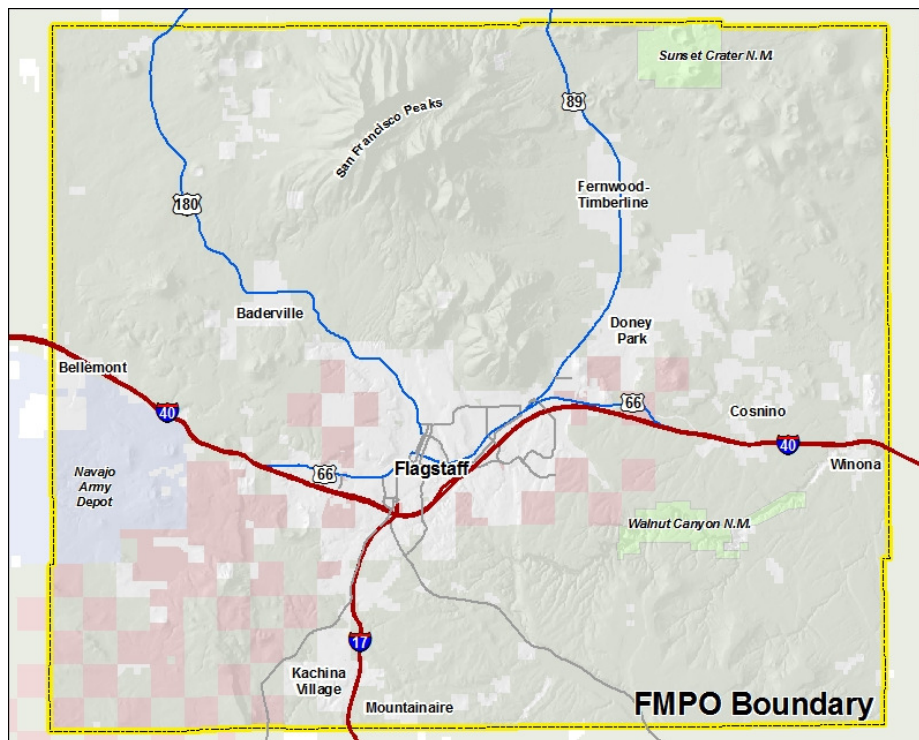


Figure 1. FMPO Planning Boundary

- (3) A current overview of the status of comprehensive transportation planning activities;

Comprehensive transportation planning is embodied primarily in the regional transportation plan, a mandated federal document. The *FMPO Flagstaff Pathways: 2030 Regional Transportation Plan* was adopted by the Executive Board in December 2009 and update, *Blue Print 2040* is anticipated for public comment release in June 2016. The City of Flagstaff and Coconino County update to the regional comprehensive plan, *Flagstaff Regional Plan 2030*, was adopted by the City and County elected bodies in State Fiscal Year 2014 and was approved by voters in May 2014. FMPO played a coordinating and cooperative role.

- (4) A discussion of the planning priorities for the metropolitan area.

From 23 CFR 450.

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; **See tasks 401, 402, 603**
- (2) Increase the safety of the transportation system for motorized and non-motorized users; **See task 503**
- (3) Increase the security of the transportation system for motorized and non-motorized users; **Not a priority for this year's work program**
- (4) Increase accessibility and mobility of people and freight; **See tasks 501, 603, 802, 803, 804**
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; **See tasks 401, 402, 603, 802, 803, 804**
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; **Not a priority for this year's work program**
- (7) Promote efficient system management and operation; **See tasks 505, 601**
- (8) Emphasize the preservation of the existing transportation system. **See task 50X**
- (9) Livability and Sustainability (added by FHWA Arizona Division); **See tasks 601**
- (10) Climate Change (added by FHWA Arizona Division): **Not a priority for this year's work program**

From March 18, 2015 USDOT Letter on Planning Emphasis Areas (still in effect for FY 2017)

- MAP-21 Implementation: Transition to Performance-based Planning and Programming

FMPO will adopt an updated regional transportation plan that is supported by more than a dozen performance measures. These will have been employed at the scenario level, the system monitoring level and the project prioritization and selection level.

- **Regional Models of Cooperation**  
A major focus of the public involvement effort supporting the regional transportation plan update will be identifying partnership opportunities.
- **Ladders of Opportunity**  
The regional transportation plan is a multimodal plan with a full Title VI evaluation. In addition, FMPO will also examine relationships between Title VI communities, transportation, jobs and education.

Fiscal Constraint – Funding is limited and better information can lead to better decision making.

- (5) A description of the metropolitan transportation planning area and transportation related air quality planning activities, if applicable, anticipated in the area regardless of funding sources or agencies conducting air quality activities; and

The FMPO is currently in attainment for all regulated pollutants. The Environmental Protection Agency (EPA) released new ozone emissions standards lowering the acceptable level from 75 parts per billion (ppb) to 70 ppb. The FMPO region is on the fringe of non-attainment and is not being recommended to the EPA by ADOT for non-attainment status this year. An Air Quality Maintenance plan was developed by ADOT for Coconino County, in part due to haze at the Grand Canyon. The Environmental Protection Agency recently released requirements for power plants in the area to reduce their emissions. The FMPO will work closely with the City and County, both of whom are committed to sustainability, to incorporate recommended activities to protect air quality into the *Flagstaff Regional Plan 2030* and any related amendments to the FMPO RTP. FMPO will track developments with ozone regulations and will comply, if and when, they apply to the region.



## **Chapter II**

### **ORGANIZATION AND MANAGEMENT**

The Organization and Management section provides a narrative that discusses staffing roles and responsibilities of the MPO, employees of member agencies that assist the MPO, and the MPO's fiscal agent and legal counsel. It also identifies the cognizant agency (for audit purposes this means the Federal awarding agency that provides the predominant amount of direct funding to a recipient);

Staffing of the FMPO will consist of the following:

- **Manager:** Oversees day-to-day operations, supervises staff, prepares policy and program materials for consideration by the Technical Advisory Committee and the Executive Board.
- **Multi-modal Transportation Planner:** Liaison to City, County and ADOT regarding pedestrian, bicycle and transit planning and programming issues. Assists with project delivery for related projects. Supports the Manager as needed.
- **Administrative Assistant (part-time):** clerical duties, public outreach, website management, meeting logistics.
- **Other City of Flagstaff, Coconino County, ADOT and NAIPTA staff as necessary:** Beyond roles on the Technical Advisory and Management committees, ADOT, city, county and NAIPTA staff frequently join with FMPO staff to review large development projects, work out details for multimodal aspects of projects, coordinate on public outreach, and provide technical review of respective agency products. Staff most frequently involved from each agency include:
  - City of Flagstaff: Transportation Manager, Capital Improvements Engineer, Comprehensive Planner, Community Planner
  - Coconino County: County Engineer, Transportation Planner, Community Development staff
  - ADOT: Flagstaff District: District Engineer, Traffic Engineer, Development Engineer
  - NAIPTA: Transportation Planning Manager, Capital Project Manager

Employees of member agencies will participate on FMPO working technical committees, subcommittees or task forces for data assemblage, summary, evaluation, and formulation of recommendations to be presented to the TAC, Management Committee and the EB.

The City of Flagstaff Finance Department serves as the fiscal agent for the FMPO, providing payroll, invoice payments, and bookkeeping records for reconciling FMPO revenue and expense reports. The FMPO maintains its own records on a daily basis to permit up-to-date billing and to document eligible reimbursements of state and federal funds.

The City of Flagstaff City Attorney serves as legal counsel for the FMPO.

FHWA, through ADOT, is the cognizant agency providing the predominant amount of funds. NAIPTA, the local public transit provider, is a designated recipient for FTA 5307 funds. FAA is

the cognizant agency for the City of Flagstaff regarding the Indirect Cost Allocation Plan (ICAP).

(1) Identification of committee structure, including an Organization Chart:

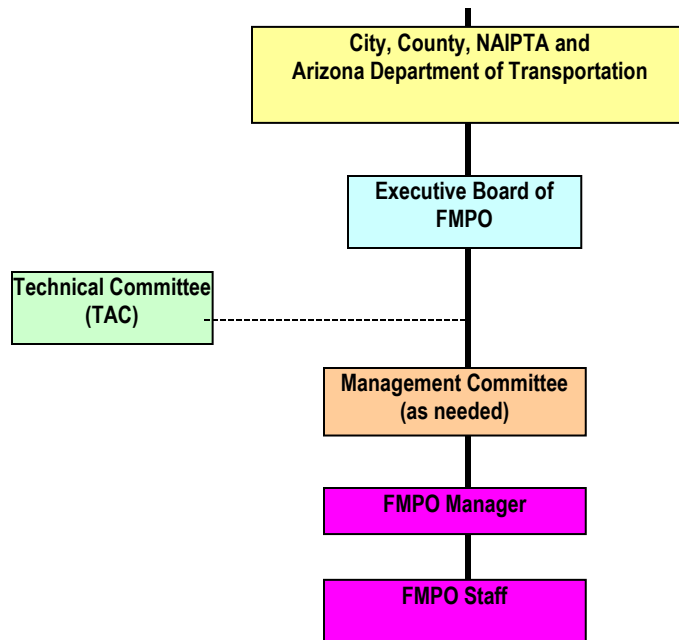
- **The FMPO Executive Board** consists of seven elected or appointed officials, three from the Flagstaff City Council, two from the Coconino County Board of Supervisors, one member from the ADOT State Transportation Board (who is appointed to the State Transportation Board by the Governor of the State of Arizona), and one the CEO/General Manager from NAIPTA. The Board has not exercised its authority to appoint one ex-officio non-voting representative each from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and Northern Arizona University (NAU). It is the function of the Executive Board to act as a policy body coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board), and related activities within the overall regional comprehensive planning process.
- **The FMPO Management Committee** consists of Managers or their designees from the City of Flagstaff, Coconino County, NAIPTA and the ADOT Director of the Multimodal Planning Division. Additional organizations may be added in the future by Executive Board Directive for voting or ex-officio non-voting status. Each ex-officio member must be approved by her/his respective agency. This group meets on an as-needed basis.

The Management Committee has authority and responsibility to advise the FMPO Manager and the Executive Board through the Manager. The Management Committee has limited supervisory responsibility of the FMPO Manager including provision of annual performance review and salary recommendations to the Executive Board. The Management Committee will work closely with the Manager on the coordination of FMPO work program with the member agency programs to assure appropriate levels of staff resources are available.

- **The FMPO Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives from each of the participating agencies and NAIPTA. In addition, there may be one or more ex-officio non-voting representative each from the FHWA, FTA, and Northern Arizona University. Additional organizations may be added in the future by Executive Board directive for voting or ex-officio non-voting status. Each ex-officio non-voting member must be approved by her/his respective agency.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the UPWP, and any related issues as specified by the FMPO's Executive Board, and to so advise the Executive Board on appropriate actions to be taken. The TAC works closely with the FMPO staff, providing guidance and direction for development of the annual UPWP/Budget and work activities defined therein.

**Figure 2. FMPO Organizational Chart**



(2) Identification and discussion of operational procedures and bylaws.

The FMPO Operating Procedures and Charter were amended on January 27, 2016 and identify the roles and responsibilities of the Executive Board, Management Committee and Technical Advisory Committee. They further define officers, voting members, and quorum requirements. They may be found at the FMPO website, [www.flagstaffmpo.org](http://www.flagstaffmpo.org).

(3) Discussion of appropriate agreements;

The FMPO is formed through an intergovernmental agreement between the City and County. It is a quasi-independent organization hosted by the City of Flagstaff. As such, FMPO, or the City on its behalf, has entered into the following agreements in order to satisfy federal requirements and clearly define operational relationships:

- a) JPA 11-085 with the Arizona Department of Transportation
- b) Memorandum of Understanding with Northern Arizona Intergovernmental Public Transportation Authority regarding planning and programming of transit funds, March 2010. See the appendices.

(4) Forms, certifications, and assurances

FMPO through its host agency, the City of Flagstaff, will comply with all federal, state and local laws. All federal certifications and assurances are provided in the annually adopted Transportation Improvement Program.

## Chapter III FUNDING DESCRIPTION & BUDGET SUMMARY

The Arizona Department of Transportation (ADOT) is the designated recipient of the Federal-aid Highway funds used for planning and research purposes. As the designated recipient of the planning funds ADOT has the responsibility and the authority under **49 CFR Part 18** (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to oversee all activities funded under the Federal-aid Program by the subrecipients of these funds. ADOT's oversight responsibilities include but are not limited to overall work plan reviews, invoice billing review and approval, TIP certification, air quality reviews, and quality assurance and quality control of traffic data. WPs are funded primarily with PL funds; however, a MPO may use other eligible funds for their WP. This section describes the types of funding sources used for planning.

- (1) **Metropolitan Planning (PL) Funds:** Federal planning funds can be used for up to 94.3% of a project, with a required 5.7% match typically provided by local governments. The distribution of the PL Funds is accomplished through a formula developed by ADOT in consultation with the MPOs and must be approved by the FHWA.
- (2) **Statewide Planning and Research (SPR) Funds:** SPR funds are federal dollars from the State Planning and Research Program administered by the Arizona Department of Transportation. Some SPR funds may be allocated to the MPO to help plan for the non-urbanized portion of the MPO. A 20% match is required and must be provided by the local jurisdiction, depending on the project.
- (3) **Surface Transportation Block Grant (STBG) Funds:** STBG is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, transit, airport access, vanpool, and bicycle and pedestrian facilities. Transit related planning, research, and development activities are also eligible uses of STP funds. STP apportionment may be shared by ADOT with other Council of Governments (COG) and all MPO's less than 200,000 population, though this action is discretionary and not required by current Transportation legislation.
- (4) **Federal Transit Administration Funding:** FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5305. FTA funds are designated for transit planning and research activities. The funds require a 20% local match, which is typically provided by the local governments. In addition, other federal or state funding that is not specifically designed for planning activities can be allocated for planning purposes. In those cases, those funds such as FTA Section 5307 need to be shown in the budget tables.
- (5) **Matching Funds:** In order to secure federal funds, the state and/or local government must place matching funds on a project.

- (6) **In-kind (Soft Money) Contribution with Description:** The value of third party in-kind contributions may be accepted as the match for federal funds in accordance with the provisions of 49 CFR 18.24(a)(2), and may be applied on either a total planning work program basis or for specific line items.
- (7) **Highway Safety Improvement Program (HSIP) Funds:** HSIP is a federal funding source dedicated to systematic improvement of safety conditions on state and local roads. HSIP funds may be used for planning purposes provided such activities are identified in the work program and transportation improvement program. The funds require a 5.7% match.
- (8) **Carry-forward;** Carry-forward funds occur when a MPO does not obligate all available eligible funds in the current and/or prior fiscal years or if it has de-obligated funds that have been obligated previously

## BUDGET SUMMARY TABLES

The following budget tables identify agency participation and funding sources.

**TABLE 1: Revenue Summary:** Table 1 provides a summary of all funding sources and revenues, including carry forward, anticipated by the Flagstaff MPO for FY 2016.

Flagstaff Metropolitan Planning Organization 2016-2017 UPWP/B - Revenue Assumptions						
Revenue Source		FY17 Appropriations	FY17 OA	FY15 OA Carry Forward	FY16 OA Carry forward	Total FY17 OA
FHWA-PL		116,548	109,439			109,439
ADOT-SPR		124,300	116,718			116,718
FTA-5305		36,348	36,348			36,348
FTA-5304			-			-
FHWA-STP O&M Study				102,000		102,000
<b>Subtotal Federal Funds</b>						<b>364,504</b>
City of Flagstaff - Transportation Tax		22,500				22,500
City of Flagstaff - Interdivisional funds		45,660				45,660
Coconino County		5,000				5,000
NAIPTA		-				
<b>Total FY 16 funding</b>		<b>350,356</b>	<b>262,504</b>	<b>102,000</b>	<b>-</b>	<b>437,664</b>

**TABLE 2. WP Budget** identifies participating agencies with respect to funding commitments by task with line and column totals.

Table 2: FMPO FY 2017 FUNDING BY WORK TASK AND FUNDING SOURCE												
	Required Match Rate	PL FUNDS	PL MATCH 5.70%	SPR Funds	SPR MATCH 20%	FTA FUNDS	FTA MATCH 20%	STP FUNDS	STP MATCH 5.70%	SPR/PL/FTA IN KIND	MEMBER CONTRI-BUTIONS	FY 2017 TOTAL
TASK	TITLE											
100	PROGRAM ADMINISTRATION	74,705	4,516	15,046	3,761	18,061	4,515	10,714	648	862	23,120	142,507
200	DATA COLLECTION	1,171	71	18,250	4,563	0	0	12,392	749	1,810	2,100	35,724
300	TRANSPORTATION IMPROVEMENT PROGRAM	4,148	251	0	0	767	192			251	298	5,464
400	LONG RANGE TRANSPORTATION PLAN	3,513	212	56,949	14,237	8,684	2,171	0	0	15,267	1,353	85,767
500	SPECIAL PROJECT PLANNING	0	0	8,881	2,220	0	0	91,596	5,537	7,289	467	108,234
600	REGIONAL PLANNING	1,110	67	17,640	4,410	0	0	0	0	3,482	43,018	65,249
700	PUBLIC PARTICIPATION PLAN (PPP)	12,266	741	0	0	0	0	0		135	606	13,008
800	PUBLIC TRANSPORTATION PLANNING	0	0	0	0	8,835	2,209	0	0	0	2,209	11,044
900	ENVIRONMENTAL OVERVIEW	0	0	0	0	0	0	0	0	0	0	0
1000	CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0	0	0	0
	TOTAL	96,913	5,858	116,766	29,192	36,347	9,087	114,702	6,933	29,096	73,171	466,997
	Total Match Required - All funds		51,070									
	Total Match Provided - All funds		59,250									

**TABLE 3: FMPO FY 17 OPERATING COSTS BY ELEMENT**

TASK	WORK ELEMENT	EXPENSES			TOTAL COSTS
		Salaries & Benefits	Direct Expenses	Other*	
100	ADMINISTRATION	\$74,951	\$17,775	\$49,382	\$142,108
200	DATA COLLECTION	\$20,444	\$0	\$13,470	\$33,914
300	TRANSPORTATION IMPROVEMENT PROGRAM	\$4,063	\$1,150	\$0	\$5,213
400	LONG RANGE TRANSPORTATION PLAN	\$70,500	\$600	\$0	\$71,100
500	SPECIAL PROJECT PLANNING	\$9,349	\$0	\$91,596	\$100,945
600	REGIONAL PLANNING	\$61,767	\$0	\$0	\$61,767
700	PUBLIC PARTICIPATION PLAN	\$12,872	\$750	\$0	\$13,622
800	PUBLIC TRANSPORTATION	\$11,044	\$0	\$0	\$11,044
900	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0
1000	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0
<b>TOTAL</b>		<b>\$264,989</b>	<b>\$20,275</b>	<b>\$154,448</b>	<b>\$439,713</b>

\* Administration "Other" includes indirect expenses \$44,632

**TABLE 4: FMPO FY 17 DIRECT EXPENSE BY WORK ELEMENT**

TASK	WORK ELEMENT	EXPENSES					TOTAL
		Travel & Training	Supplies & Printing	Ads, Notices & Postage	Technology	Membership	
100	ADMINISTRATION	\$9,000	\$4,225	\$950	\$2,600	\$1,000	\$17,775
200	DATA COLLECTION						\$0
300	TRANSPORTATION IMPROVEMENT PROGRAM		\$200	\$950			\$1,150
400	LONG RANGE TRANSPORTATION PLAN		\$600				\$600
500	SPECIAL PROJECT PLANNING						\$0
600	REGIONAL PLANNING						\$0
700	PUBLIC PARTICIPATION PLAN		\$500	\$250			\$750
800	PUBLIC TRANSPORTATION						\$0
900	ENVIRONMENTAL OVERVIEW						\$0
1000	CAPITAL EXPENDITURES						\$0
<b>TOTAL</b>		<b>\$9,000</b>	<b>\$5,525</b>	<b>\$2,150</b>	<b>\$2,600</b>	<b>\$1,000</b>	<b>\$20,275</b>

**TABLE 5: FMPO STATE AND LOCAL FUNDING SOURCES OVER TIME**

Detail of State and Local Funding Sources			WP FY 2017	
State Funding Sources				
Agency	FY 2015	2016	2017	2018
NONE				
Regional/Local Dues				
Agency	FY 2015	2016	2017	2018
City of Flagstaff: General fund	\$22,493	\$22,493	\$22,493	\$22,493
City of Flagstaff: Bike/Ped Tax	\$45,666	\$45,666	\$45,666	\$45,666
Coconino County	\$5,000	\$5,000	\$5,000	\$5,000
Coconino County (special)	\$0	\$0	\$0	\$0
NAIPTA (special)		\$75,000		
Total	\$73,159	\$148,159	\$73,159	\$73,159
In-Kind 2015				
Agency	hours	value		
Planning partners: City of Flagstaff	1000	\$35,000		
Planning partners: Coconino County	400	\$14,000		
Planning partners: NAIPTA	300	\$10,500		
Total	1,700	59,500		



## Chapter IV

### MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the FMPO proposes to undertake.

#### Work Element 100: Administration

##### Description

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB 2 CFR 200**.

##### Purpose

Administer the MPO and its work program in a manner that:

1. Maintains the region's eligibility to receive federal transportation capital and operating assistance, and
2. Provides a continuous, cooperative, and comprehensive transportation planning process throughout the region.

##### FY 2016 Accomplishments

- This is a continuing work activity. Routine activities listed for FY 2016 were achieved in FY 2015.
- Amended the operating procedures to add NAIPTA to the Executive Board as result of joint FMPO-NAIPTA Advance in December 2015

##### FY 2017 Activities (Responsible Agency)

- Manage the implementation of tasks within the FY 2017 WP. (MPO)
- Prepare and review requests for proposals, contracts, quarterly progress reports and invoices, maintain membership lists, prepare meeting agendas, maintain and update a website, and record meeting minutes. (MPO)
- Monitor best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc. (MPO)
- Participate in meetings, workshops and conferences in order to stay current on innovative planning techniques. (MPO, ADOT)
- Host or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes. (MPO)
- Assist member jurisdictions with MPO related activities, including orientation sessions. (MPO)
- Make changes in the planning process as a result of changes to Transportation legislation that may occur during the fiscal year. (MPO)
- Prepare annual Title VI Report for submission to ADOT. Respond to FY 16 findings. (MPO)
- Prepare the Fiscal Year 2018 Work Program. (MPO)
- Work with the MPO to establish administrative, contractual, technical and review procedures and agreements to fulfill the UPWP (ADOT)

### FY 2017 End Products (Schedule)

- An ongoing transportation planning program through the execution of the tasks outlined in the work program (ongoing);
- Purchase technology equipment to assist in program administration (as needed);
- Regular Technical Advisory Committee, Management Committee (as needed) and Executive Board meetings (monthly);
- Quarterly invoices and progress reports (November, February, May, August);
- Annual Title VI Report (August);
- FY 2018 Work Program (Draft – March / Adoption - May).

### Budget

Administration		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT	Local Cash	In-kind	5303	Local Cash	In-kind	Total
101	General Admin - Staff ALI 44.21.00	\$ 35,875	\$ 2,617	\$ -	\$ 3,141	\$ -	\$ 785	\$ -	\$ -	\$ -	\$ 13,085	\$ 5,234	\$ -	\$ 60,737
102	Contracts ALI 41.21.00	\$ 12,560	\$ 3,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,700
103	Meetings - Staff	\$ 6,390	\$ 1,597	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,987
104	Title VI Report - Staff	\$ 4,623	\$ 1,156	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,779
105	Reauthorization - Staff ALI 41.21.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,048	\$ 185	\$ 77	\$ 1,310
106	Commodities	\$ 4,095	\$ 2,048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220	\$ -	\$ -	\$ 6,363
107	Indirect ALI 41.21.00	\$ 11,163	\$ 1,339		\$ 11,905	\$ 893		\$ -	\$ -	\$ -	\$ 3,707	\$ 893		\$ 44,632
	Sub TOTAL	\$ 74,705	\$ 11,897	\$ -	\$ 15,046	\$ 893	\$ 785	\$ -	\$ -	\$ -	\$ 18,061	\$ 6,312	\$ 77	\$ 142,507
		FHWA												
Subtask	Description	STP	Local Cash	In-kind										
107	Indirect ALI 41.21.00	\$ 10,714	\$ 4,018	\$ -										

### Local Match Sources

- \$23,000 provided by the City of Flagstaff and Coconino County general fund contributions.
- \$900 of in-kind match from local agency staff in attendance at FMPO committee and staff meetings.
- Local funds will be used to pay for non-eligible expenses.

**Technology Purchases:** No major technology purchases expected this year.

**Consultant Activities:** \$1,500 for organization, hosting, or sponsoring regional symposiums/ summits.

## Work Element 200: Data Collection

### Description

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion and changes in travel patterns in the region. The following information should be part of the Task Sheet for Data Collection:

### Purpose

Collect, analyze and report on data that

- 1) Meets federal and state mandates; and
- 2) Supports the approved work program

### FY 2016 Accomplishments

- Coordinated HPMS data update with ADOT – uploaded archived traffic counts to ADOT TDMS site
- Held successful Transportation Modeling Improvement Program peer review of the FMPO model related to transportation impact analysis support.
- Worked with City GIS Department on strategic plan. Public facing web documents have been produced and anticipate RTP maps to appear next fall.

### FY 2017 Activities (Responsible Party)

- Collect and report the required data for all universe road and street section records in the HPMS database that are functionally classified above local (FMPO)
- Maintain a current inventory of the FMPO's functional classification of roadways and urban boundaries, according to federal regulations and state procedures. (FMPO)
- Monitor performance measures, including those related to greenhouse gases and other emissions (FMPO – in coordination with City of Flagstaff)
- Annual update of demographic data (FMPO in coordination with City, County and Department of Commerce)
- Regional Transportation Model update including land use and network updates.

### FY 2017 End Products (Schedule)

- General data collection (variable)
- HPMS Data Entry (April)
- Functional Classification reports (as needed)
- Annual Mobility Report Card (June)
- Annual demographics report (June)

## Budget

200 - Data Collection		Funding Program												
Subtask	Description	FHWA			FHWA			FHWA			FTA			Total
		PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT	Local Cash	In-kind	5303	Local Cash	In-kind	
201	Data collection - Staff	\$ -	\$ -	\$ -	\$ 2,220	\$ 117	\$ 438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,775
202	HPMS Entry	\$ 1,171	\$ 62	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,242
203	Model Update	\$ -	\$ -	\$ -	\$ 6,905	\$ 363	\$ 1,363	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,631
212	Data analysis - staff	\$ -	\$ -	\$ -	\$ 9,125	\$ 480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,605
211	Traffic Counts - Cont.	\$ 12,392	\$ 1,078	\$ -	\$ -	\$ -	\$ -			\$ -				\$ 13,470
212	Data analysis - contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -				\$ -
	TOTAL	\$ 13,564	\$ 1,139	\$ 9	\$ 18,250	\$ 961	\$ 1,801	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,724

### Local Match

- \$2100 in cash from local general funds will be used to match SPR dollars for general data collection.
- \$1800 of in-kind donations will be gathered from the TAC members during model review from city and county staff during data collection and entry.

### Technology Purchases

- \$1200 for laptop or tablet, \$400 for scanner

### Consultant Activities

- \$14,000 for traffic data collection TRACK AS SEPARATE PROJECT, COMBINE INVOICE WITH ALL S.T.P. PROJECTS

## Work Element 300: Transportation Improvement Program (TIP)

### Description

In cooperation with the State and regional public transit operators prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained.

### Purpose

To create a TIP that:

- 1) Provides a reasonable opportunity for public comment.
- 2) Supports the policies of the FMPO Regional Transportation Plan
- 3) Coordinates local capital programs

### FY 2016 Accomplishments

- TIP submitted on schedule – NOTE: FMPO may elect to operate off of existing TIP and not produce a FY2016-2020 TIP.
- Coordination with FHWA, FTA, ADOT and members to achieve amendments related to safety, transit, and prospective economic recovery funding

### FY 2017 Activities (Responsible Party)

- Release call for projects (FMPO)
- Draft and Final TIP (FMPO)
  - Fiscal constraint review (FMPO, NAIPTA)
- Incorporation of TIP into STIP (ADOT)

### FY 2017 End Products (Schedule)

- Call for projects advertisement and posting (March)
- Draft TIP (May)
- Public Comment Period advertisement and posting (May)
- TIP Adoption (June)

## Budget

300 - TIP		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
300	T.I.P. - General ALI 44.25.00	\$ 1,875	\$ -	\$ 113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 222	\$ 86	\$ -	\$ 2,296
301	T.I.P. - Staff ALI 44.25.00	\$ 2,273	\$ -	\$ 137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 546	\$ 212	\$ -	\$ 3,168
	TOTAL	\$ 4,148	\$ -	\$ 251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 767	\$ 298	\$ -	\$ 5,464

### Local Match

- Approximately \$300 in local cash and \$300 in in-kind match

**Technology Purchases:** None

**Consultant Activities:** None

## Work Element 400: Long-Range Transportation Plan (LRTP)

### Description

Update the Long-range Transportation Plan (LRTP) every 5 years in air quality attainment areas covering at least a 20-year planning horizon and including long-range and short-range strategies that lead to an integrated intermodal plan; a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; considering the planning factors, and providing an opportunity for public participation.

### Purpose

To provide the long-term vision and direction for short and mid-term actions and capital investments.

### 2016 Accomplishments

- Released draft RTP update, *Blueprint 2040*, for Public Comment
  - Developed several new policy directives in line with the *Flagstaff Regional Plan 2030*
  - Extensive public outreach including focus groups, planning studios, on-line surveys and presentation to Boards and Commissions
- Coordinated long range transportation planning efforts with ADOT including *What Moves You Arizona* and corridor profiles

### 2017 Activities (Responsible Party)

- *Blueprint 2040 FMPO Regional Transportation Plan Update* (FMPO)
- Public engagement and funding partner outreach (FMPO)

### 2017 End Products (Schedule)

- *FMPO RTP Update* adoption – (September)

## Budget

400 - Long Range		Funding Program												
Subtask	Description	FHWA			FHWA			FHWA			FTA			Total
		PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT	Local Cash	In-kind	5303	Local Cash	In-kind	
400	LRTP General	\$ 3,513	\$ 185	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,726
403	RTP - Staff ALI 44.23.01	\$ -	\$ -	\$ -	\$ 19,165	\$ 1,169	\$ 3,623	\$ -	\$ -	\$ -	\$ 3,038	\$ -	\$ 760	\$ 27,754
404	RTP Outreach - Staff ALI 44.23.01	\$ -	\$ -	\$ -	\$ 37,784	\$ -	\$ 9,446	\$ -	\$ -	\$ -	\$ 5,646	\$ -	\$ 1,411	\$ 54,287
	TOTAL	\$ 3,513	\$ 185	\$ 27	\$ 56,949	\$ 1,169	\$ 13,069	\$ -	\$ -	\$ -	\$ 8,684	\$ -	\$ 2,171	\$ 85,767

## Local Match

- \$1400 in local general funds will be used to supplement these activities.
- \$15,000 of in-kind match from City and County long-range planning staff will be accounted for.

## Technology Purchases

- None

## Consultant Activities

- None



## Work Element 500: Special Project Planning

### Description

This Work Element will cover all projects that do not fit into the other work elements.

### Purpose

To provide or develop unique analysis or tools that will assist the FMPO and their member agencies in the resolution of existing transportation challenges or to advance regional planning. Projects include:

### FY 2016 Accomplishments

- Successfully initiated the *Streets Operations & Maintenance Efficiency Study* (City of Flagstaff – support by Coconino County, FMPO) consultant selected and turned over project management to the City.
- Completion of the *Milton Road Microsimulation Operations Alternatives Analysis*
- *Other*
  - *Dark Skies LED Light Research* – Consultant selected and project management turned over to the City.

### FY 2017 Activities (Responsible Party)

- *Safety Program Process Administration and Project Development* – ongoing (FMPO)
- *Streets Operations & Maintenance Efficiency Study* (Carry forward item: City of Flagstaff – support by Coconino County, FMPO limited support)
- *Dark Skies LED Research* - (Carry forward item: City of Flagstaff, FMPO limited support)

## FY 2017 End Products (Schedule)

- O&M Manual (December 2016)
- Dark Skies Research & LED Lighting Recommendation (July/August 2016)

## Budget

500 - Special Project Planning		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT	Local Cash	In-kind	5303	Local Cash	In-kind	Total
500	General	\$ -	\$ -	\$ -	\$ 5,368	\$ 283	\$ 1,059	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,710
503	Safety Program (HSIP)	\$ -	\$ -	\$ -	\$ 1,171	\$ 62	\$ 231	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,464
504	O&M Study support	\$ -	\$ -	\$ -	\$ 2,342	\$ 123	\$ 462	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,928
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	STP	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT	Local Cash	In-kind	5303	Local Cash	In-kind	Total
514	O&M Study - Contract	\$ 91,596	\$ -	\$ 5,537			\$ -			\$ -			\$ -	\$ 97,133
	TOTAL	\$ 91,596	\$ -	\$ 5,537	\$ 8,881	\$ 467	\$ 1,753	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,234

## Local Match

- \$500 in general funds will be needed to support these activities
- \$7300 of in-kind match from the Technical Advisory Committee review of each of the studies, relevant public works staff and operational personnel in the development of each study.
- SUBJECT TO CHANGE WITH FINAL CARRY FORWARD PROJECTS & FIGURES

**Technology Purchases:** None

## Consultant Activities

- Operations & Maintenance Study – **\$215,000** in Surface Transportation Program funds from the TIP (carry forward from FY16). It is anticipated that the City of Flagstaff will be the sponsoring agency.
- Dark Skies Research, **\$100,000** TRACK SEPARATE, COMBINED INVOICE

## Work Element 600: Regional Planning

### **Description**

Produce various regional, corridor, and sub-area planning studies within the region in consultation with the state, local, and transit operators.

### **Purpose**

To integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan.

### **FY 2016 Accomplishments**

- Initial draft regional trails master plan
- Engaged Regional Freight Advisory Board in RTP process
- Worked with City to prepare and submit TIGER grant for Fourth Street Bridges over I-40
- Supported the La Plaza Vieja Neighborhood Plan process relative to transportation elements

### **FY 2017 Activities (Responsible Party)**

- Traffic impact analysis supports as needed (City, FMPO) – it is anticipated that the City will be taking up much more of this effort. Staff will assist with further development of the *TIA Manual* including sections for multimodal analysis and proportional cost sharing.
- Transportation Impact Analysis Peer Exchange – application pending
- Regional trail planning (ongoing) – through the offices of the FMPO Multimodal Planner create regional trail and bicycle facility plans, develop facility standards, oversee trail system capital budgeting and provide guidance during project delivery. (FMPO, City)
- City of Flagstaff Transportation Master Plan process support and related ordinance and regulation review (City, FMPO)
- Coconino County Engineering Standards review (County, FMPO)
- Initiate Pavement Preservation Research Project (FMPO, City, County, ADOT)

### **FY 2017 End Products (Schedule)**

- Most products will be the property of other agencies. FMPO will work within their schedules.
- City of Flagstaff Division 75 – Flagstaff Urban Trails System capital budget (October – April)
- Regional Trails Master Plan (part of RTP update June)

## Budget

600 - Regional Planning		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT	Local Cash	In-kind	5303	Local Cash	In-kind	Total
601	Plan Review/TIA	\$ -	\$ -	\$ -	\$ 13,322	\$ 701	\$ 2,629	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,652
602	Planning Studies	\$ -	\$ -	\$ -	\$ 4,319	\$ 227	\$ 852	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,398
603	Regional Trails Planning	\$ -	\$ 41,966	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,966
604	Regional Freight Planning	\$ 1,110	\$ 123	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,233
	TOTAL	\$ 1,110	\$ 42,089	\$ -	\$ 17,640	\$ 928	\$ 3,482	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,249

## Local Match

- \$43,000 in local general funds will support this element. Most of this is dedicated to regional trail planning and charged to the City capital planning program. \$3500 of in-kind match will be provided/

## Technology Purchases:

- None

## Consultant Activities:

- None

## Work Element 700: Public Participation Plan

### **Description**

Include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the 25-year Long-Range Transportation Plan, the 4-year Transportation Improvement Program, and the annual Work Program per federal requirements.

### **Purpose**

To ensure that the civil rights of all parties are protected through their opportunity to review and comment on the activities of the FMPO.

### **FY 2016 Accomplishments**

- Routine
- Updated website
- Helped launch *Flagstaff Community Forum* on-line survey site on City of Flagstaff home page
- Coordinated with NAIPTA on launch of *MoveMeFLG.com*, a site to promote regional transportation news and opportunities

### **FY 2017 Activities (Responsible Party)**

- Transportation Improvement Program (FMPO)
- Unified Planning Work Program and Budget (FMPO)
- *Regional Transportation Plan* outreach (City, County, FMPO)
- Alternative Transportation Education Materials (FMPO)
- Amendments to the RTP (if needed) (FMPO)
- Many subtasks in elements 400, 500, 600 and 800 will have public participation tailored into them.

### **FY 2017 End Products (Schedule)**

- TIP (March – June)
- UPWP (October – May)
- RTP Priorities outreach

## Budget

700 - Public Participation		Funding Program													
		FHWA			FHWA			FHWA			FTA				
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total	
701	Newsletter/Website	\$ 3,538	\$ 186	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,752	
702	Public meetings	\$ 7,978	\$ 420	\$ 62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,461	
703	Public - contracts	\$ 750	\$ -	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 795	
	TOTAL	\$ 12,266	\$ 606	\$ 135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,008	

## Local Match

- \$600 of local funds will be used to support this effort.
- \$100 in in-kind match will be used to support this effort.

## Technology Purchases

None

## Consultant Activities

None

## Work Element 800: Public Transportation Planning

### Description

The MPO will provide increased emphasis on issues related to alternative modes and regional inter-modal connectivity including but not limited to:

- Local bus, express bus, and regional transit services;
- Pedestrian and bicyclist facilities/network;
- Commercial freight movers (truck, rail, and air);
- Connections between modes of travel;
- Maintaining the system in a state of good repair.

### Purpose

These strategies will:

- Support economic vitality;
- Increase the safety of the transportation system;
- Increase accessibility and mobility;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote local planned growth;
- Enhance the integration and connectivity of the transportation system;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system

### FY 2016 Accomplishments

- Coordinated 5310 Policy Summit with COGs, MPOs and ADOT
- Regional Human Services Transportation Coordination Plan
- ADOT FTA Grant Administration (5310, 5316, 5317)
- Coordinated with NAIPTA on 5304 grant Transit Spine Route Study and 5304 grant Kaspar/89 intersection study

### FY 2017 Activities (Responsible Party)

- Coordinate FTA Section 5303, 5307, 5310, 5316, and 5317 programs in Arizona and assist the MPO with matters pertaining to transportation, urban public transit, rail service, ridesharing, and transportation systems management. (ADOT)

- Coordinate with ADOT in matters pertaining to FTA Section 5303, 5310, 5316, and 5317 programs in the region. Including but not limited to announcing and publishing FTA Section 5303, 5310, 5311, 5316 and 5317 program related application workshops, panel interviews, safety notices, and reporting requirements. Sponsor ADOT/FTA Section 5303, 5310, 5316, 5317 program related activities as appropriate. (MPO)
- *Coordinated Public Transit – Human Services Transportation Plan* (FMPO, NAIPTA, ADOT)
- *5-Year Transit Plan* – Support NAIPTA during the update of the plan (NAIPTA, FMPO)
- *Transit Tax Renewal Initiative* - Support NAIPTA during the information tax for the November 2016 election (NAIPTA, FMPO)

### FY 2017 End Products (Schedule)

- *Coordinated Public Transit – Human Services Transportation Plan* (April)

### Budget

800 - Public Transportation		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303 / 5304	Local Cash	In-kind	Total
800	Public Transpo - General ALI 44.26.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 986	\$ 247	\$ -	\$ 1,233
801	NAIPTA Coordination ALI 44.26.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,897	\$ 1,474	\$ -	\$ 7,371
802	ADOT Transit Programs ALI 44.26.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,952	\$ 488	\$ -	\$ 2,440
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,835	\$ 2,209	\$ -	\$ 11,044

### Local Match

- All other local match is in-kind and supported by NAIPTA staff paid via local transit tax with the exception of \$2200 in local cash for general coordination.

**Technology Purchases:** None

### Consultant Activities:

- None



## Work Element 900: Environmental Overview

### **Description**

To equip regional planning efforts to strive for compliance with a set of guiding livability principles established through a partnership of the EPA, the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Transportation (DOT).

### **Purpose**

Through coordination, help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in the FMPO community.

### **FY 2016 Accomplishments**

- Aspects of the *Regional Transportation Plan* includes many tools and processes to assess the interrelationship of housing, transportation and the environment. These will be utilized as appropriate in pursuit of this element.

### **FY 2017 Activities – generally programmed under other Work Elements (Responsible Party)**

- *RTP*- procedures developed in the current RTP and new regional plan will be repeated and refined within the context of this study. (City, County,
- Integration of RTP recommendations into local zoning, subdivision, and engineering standards (FMPO, City, County)

### **FY 2017 End Products (Schedule)**

- *Regional Transportation Plan* – Potential Planning and Environmental Linkage (PEL) (September)
- Amended local ordinances (ongoing)

## Budget

900 - Environmental Overview		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
900	Integrated activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL													

## Local Match

- Not applicable

## Technology Purchases

- None

## Consultant Activities

- None

## Work Element 1000: Capital Expenditures

### Description

The purchase of capital equipment in excess of \$5,000 or more per unit. The work of the Multimodal Planner on capital programs within the City trail program.

### Purpose

To assure the FMPO is equipped to fulfill its mission and service.

### FY 2016 Accomplishments

➤ N/A

**FY 2017 Activities (Responsible Party):** None.

**FY 2018 End Products (Schedule):** None.

### Budget

1000 - Capital Programming		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
1000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL													

### Local Match

n/a

### Technology Purchases

n/a

### Consultant Activities

n/a

## APPENDICES & REFERENCES

### MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the FMPO proposes to undertake

#### **100. Administration**

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB Circular 2 CFR 200**.

#### **200. Data Collection**

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion and changes in travel patterns in the region. The following information should be part of the Task Sheet for Data Collection:

##### **Highway Performance Monitoring System (HPMS) Data**

Collect the following data for all universe road and street section records in the HPMS database that are functionally classified above local;

Name of road and beginning and ending termini;

Jurisdiction responsible for ownership;

Jurisdiction responsible for maintenance;

Facility type (one-way/two-way road or street);

Section length (mileage);

Number of through lanes;

Type of surface;

Raw 24 hour traffic counts, factored average annual daily traffic (AADT) volumes, or AADT volume estimates. Traffic counts should be collected on every section in a three year cycle. If reporting raw traffic figures the month and date should be reported to.

For each member agency, update the following data for all roads and street records in the HPMS database that are functionally classified as Local.

Aggregate length in miles;

AADT Volume Range;

Type of surface, Paved or Unpaved.

Collect supplementary data items to update all sample section records in the HPMS database annually, as specified by the ADOT Data Management and Analysis Section.

Ensure all HPMS data is input into the HPMS Internet System for ADOT review:

The HPMS Internet System is a web-based application that provides a venue for which statewide member agencies will update and submit their HPMS data to ADOT through each respective COG office.

Coordinate with the ADOT Data Management and Analysis Section to receive and present training on data collection for local jurisdictions, by January of each year.

Notify ADOT GIS Section when modifications are suggested or needed to universe or sample section records as a result of project completions or other capital improvements.

Submit all required data listed above to the ADOT Data Management and Analysis Section by March 15. Adhere to other data element deadlines as specified by the ADOT Data Management and Analysis.

Maintain the computer hardware and software necessary to carry out this Work Element, as approved by ADOT and FHWA.

**Functional Classification:**

Maintain a current inventory of the COG region's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.

Create and/or maintain an inventory of basic centerline data for federally functionally classified roads (collector and above classifications) over a three-year cycle, and update the inventory annually. Submit all data to the ADOT Data Management and Analysis/GIS Section.

Process proposed changes in classification through the ADOT Regional Planner and ADOT Data Management and Analysis/GIS Section. Based on roadway classification, verify that projects identified for the TIP are eligible for federal funding.

**Air Quality Standards:**

Coordinate with ADOT Data Management and Analysis/Air Quality staff to comply with requirements regarding nonattainment areas that do not meet the National Ambient Air Quality Standards. All regionally significant projects with a classification of minor arterial and above and some transit projects may require an air quality conformity analysis.

ADOT staff will provide guidance on the appropriate methodology and processes.

**Data for Population Projections and Estimates:**

Ensure that population data from the MPO region is collected according to requirements of the Arizona Department of Commerce.

Actively participate in the Department of Commerce Council for Technical Solutions and Arizona Futures Commission.

Work with local jurisdictions to ensure that data required for the preparation of population estimates and projections are collected and submitted to the Department of Commerce by the prescribed due date.

**300. Transportation Improvement Program (TIP)**

Each MPO, in cooperation with the State and its public transit operators will prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained. FTA funded projects shall include the FTA line item identification. The TIP development process must provide a reasonable opportunity for public comment. Highway and transit projects must be selected in accordance with the specific funding programs.

#### **400. Long-Range Transportation Plan (LRTP)**

Title 23 CFR 450, Subpart C, addresses metropolitan planning requirements. Each MPO must update the Long-range Transportation Plan (LRTP) every 4 years in air quality non-attainment or maintenance areas, or every 5 years in air quality attainment areas. The LRTP must: cover at least a 20-year planning horizon, include long-range and short-range strategies that lead to an integrated intermodal plan; include a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors, and provide an opportunity for public participation.

#### **500. Special Project Planning**

This Work Element will cover all projects that do not fit into the elements listed here.

#### **600. Regional Planning**

MPOs should undertake various regional, corridor, and sub-area planning studies within the region in consultation with the state, local, and transit operators in an effort to integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan.

#### **700. Public Participation Plan (PPP)**

Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the 25-year Long-Range Transportation Plan, the 4-year Transportation Improvement Program, and the annual Work Program. The PPP shall require that members of the public are given at least seven (7) days to review and comment on the draft work program. Following that review period, at least one Public Hearing will be held prior to the adoption of the work program. The MPO will use local and regional newspapers to notify the public of the seven day review period and date, times, and location of the public hearing. Copies of the draft WP will be posted on the MPOs website.

#### **800. Public Transportation Planning**

The MPO will develop a transportation plan for its metropolitan planning area every 4 years and update appropriately taking into consideration projects and strategies that will:

- Support economic vitality;
- Increase the safety of the transportation system;
- Increase accessibility and mobility;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote local planned growth;
- Enhance the integration and connectivity of the transportation system;

Promote efficient system management and operation;  
Emphasize the preservation of the exiting transportation system.

The MPO will provide increased emphasis on issues related to alternative modes and regional inter-modal connectivity including but not limited to:

Local bus, express bus, and regional transit services;  
Pedestrian and bicyclist facilities/network;  
Commercial freight movers (truck, rail, and air);  
Connections between modes of travel;  
Maintaining the system in a state of good repair.

### **900. Environmental Overview**

On June 16, 2009, EPA joined with the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Transportation (DOT) to help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities nationwide. Through a set of guiding livability principles and a partnering agreement that will guide the agencies efforts, this partnership will coordinate federal housing, transportation, and other infrastructure investments to protect the environment, promote equitable development, and help to address the challenges of climate change.

#### **Livability Principles**

Provide more transportation choices.  
Promote equitable, affordable housing.  
Enhance economic competitiveness.  
Support existing communities.  
Coordinate and leverage federal policies and investment.  
Value communities and neighborhoods.

### **1000. Capital Expenditures**

FHWA will, on a case-by-case basis, allow MPOs to purchase equipment as a direct expense with PL funds. Equipment is defined as any tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of greater than \$5,000 or more per unit. Approval by the FHWA and ADOT is not required for equipment costs under \$5,000. However, these items should be programmed and itemized in the applicable WP tasks along with the associated local match. All proposed equipment purchases must comply with **49 CFR 18.32 and 18.33**, and the Federal Office of Management and Budget **Circular A-87**, Cost Principles for State, Local and Indian Tribal Governments. As well as, ADOT policy **FIN-11.08** Federal Property Management Standards.



## MEMORANDUM OF UNDERSTANDING

By and Between  
The Northern Arizona Intergovernmental Public Transit Authority  
And  
The Flagstaff Metropolitan Planning Organization

Regarding  
*Ongoing transit planning for the purpose of programming federal transit funding*

The purpose of the memorandum of understanding is to define the roles and responsibilities for transit planning within the planning boundaries of the Flagstaff Metropolitan Planning Organization (FMPO) as exercised by the (FMPO) and the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA). This MOU supersedes the MOU signed between the agencies in 2008. This MOU is intended to achieve compliance with 23 CTR 450.314.

### Section 1 – Communication

NAIPTA and FMPO enjoy and rely upon a cooperative relationship at the staff, management, and policy levels to achieve successful planning, programming and operations for transit services in the region. The managers of these respective organizations accept responsibility for fostering the communications essential to this relationship. Such communications result in the effective use of taxpayer resources in delivering the service they expect.

### Section 2 – Transit Planning

Generally speaking, the FMPO will be responsible for long-range planning and NAIPTA for short-range planning. Long-range is understood to mean those periods beyond 10 years away. Short range is understood to mean the next 5 Year period. Mid-term planning, between 5 and 10 years will largely be a cooperative venture.

**Long Range Planning** Generally speaking, the FMPO will be responsible for coordination of transportation with local land use general plans and with statewide planning efforts conducted by the Arizona Department of Transportation. FMPO will be responsible for delivering a federally compliant regional transportation plan. This includes the understanding and projection of population and employment conditions, urban form, and their interrelation with transportation. The FMPO will be responsible for development of the general policies and programs that develop the appropriate transportation systems, including transit, to properly respond to future land use conditions. This will include general recommendations on the type of transit service (e.g., express, fixed route, unregulated) and frequency (e.g., high, medium, low) that will support the desired land use policies and the pedestrian, bicycle and roadway developments required by such service. NAIPTA is a stakeholder in these processes, a participant in the FMPO board and committee structures and will be regularly consulted.

FMPO/NAIPTA Planning MOU  
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**Short Range Planning** Generally speaking, NAIPTA will be responsible for operations and financial planning for the transit system. This will take place in regular updates to the 5-Year Transit Plan. The 5-Year Transit Plan will be consistent with the FMPO Regional Transportation Plan. It will include, but is not limited to, ultimate route frequency (e.g., 15 minutes, etc.), stop frequency, type of bus, bus stop, and final route-path details. It also includes estimating federal revenue, local revenue, fair box recovery and other sources of revenue. Secondly, NAIPTA financial plans will be reflected in the annual FMPO Transportation Improvement Program that is compliant with relevant federal regulations. FMPO is a stakeholder in these processes and will be regularly consulted.

NAIPTA and FMPO will actively participate in each other's respective planning efforts. This includes participation or representation on boards and committees that may be achieved through participation by respective member agencies. This includes regular staff briefings and staff representation on respective project study teams. It is understood that FMPO staff will serve as liaison between NAIPTA and City of Flagstaff current planning and capital planning and programming processes, but this does not preclude NAIPTA staff from direct communications with the City.

**Cooperative Funding** - NAIPTA and FMPO may share planning funds on an as-needed basis. The primary factor determining allocation of funds is whether the region is engaged in a short-term or long-term planning effort. This determination will be made in the FMPO annual work program. Other factors include availability of staffing resources.

### Section 3 Transit Fund Programming

**Programming Criteria** NAIPTA and FMPO will cooperatively develop programming criteria that reflect the policy expectations of the short and long range plans. The criteria will be identified in the transportation improvement program (TIP).

**Federal Grant Applications** - NAIPTA will prepare applications for federal transit funds and FMPO will be responsible for assuring their compliance with plans and the TIP.

**Transportation Improvement Program** - NAIPTA and FMPO will confer and be responsible for preparing the annual listing of transit programs, drafting the "sixth" year of the five-year TIP, and presenting and defending those before the FMPO board and committees. FMPO will be responsible for publishing the annual listing, assuring plan compliance, and processing any necessary amendments to the TIP.

### Section 4 MOU Amendment and Termination

This MOU may be amended only by mutual agreement between the parties. This MOU may be terminated by either party with a 30-day written notice to the other party. This MOU is subject to termination pursuant to the provisions of A.R.S. 38-511.

  Date 3/4/10  
David Wessel, FMPO Manager Jeff McIlhenny, NAIPTA General Manager

